



## ***American Recovery and Reinvestment Act (ARRA) Quarterly Reporting***

### ***General Questions***

#### **1: Why do I have to complete quarterly reports?**

**A:** Section 1512 of the American Recovery and Reinvestment Act (ARRA) requires recipients to complete quarterly reports on all funding related to the ARRA. ARRA Quarterly Reporting is Mandatory for all school districts and special education cooperatives in Montana. This includes reporting on the number of jobs saved and retained as a result of ARRA funds.

#### **2: Who must complete the ARRA quarterly reports?**

**A:** All entities that receive ARRA funds or funds legislatively appropriated under HB 645 from the Office of Public Instruction must submit ARRA quarterly reports.

The prime recipient must report on behalf of any and all members of the school system (elementary and high school unified district), consortium, or cooperative.

#### **3: Which staff person should submit our organization's quarterly report?**

**A:** The quarterly report would normally be completed by the clerk/business manager or superintendent of the LE.



**4: Where do I complete the quarterly report?**

**A:** The ARRA reporting application is completed in the MAEFAIRS system, which can be accessed by clicking on the link below:

<https://data.opi.mt.gov/Maefairs/frmLogin.aspx>

You will need to enter your user name and password in order to complete the report. If you need help with access, contact Donell Rosenthal at 406-444-3024 or at

[drosenthal@mt.gov](mailto:drosenthal@mt.gov)

**5: What funding sources will be reported on using the web-based program?**

**A:** Information pertaining to the following ARRA and HB645 funds must be reported on in the web-based program:

- ARRA General Fund State Fiscal Stabilization Funds (GF SFSF)
- HB645 Special Education Allowable Cost Payment
- ARRA IDEA Part B
- ARRA IDEA Preschool
- ARRA Title I-A, Improving Basic Programs
- ARRA Title I, School Improvement
- ARRA Title II-D, Education Technology
- ARRA McKinney-Vento Homeless Assistance
- K-12 Education Jobs Act

**6: What are the due dates?**

**A:** The quarterly reports must be submitted by the dates shown on the "Instructions & Due Dates" tab inside the web-based program. Reports are due by the final day of the quarter because OPI must process the information, combine it with award and payment information, and submit the federal report by the 10<sup>th</sup> of the next month. There is no waiver for the federal deadline. Consequently, it is very important to submit reports timely.



**7: What is [www.FederalReporting.gov](http://www.FederalReporting.gov)? Do I need to register on it?**

**A:** FederalReporting.gov is a website where ARRA recipients submit quarterly reports to the federal government. OPI will report on behalf of school districts who receive sub grants from OPI, so most school districts do not need to worry about FederalReporting.gov.

However, school districts that receive ARRA funding directly from a federal agency, such as ARRA Impact Aid Construction grants received from the US Department of Education, do have to register and report to the federal government themselves, because they are considered the "Prime Recipient."

**8: My district received Impact Aid Section 8007 Formula Construction ARRA funds. Do I report on these funds on OPI's web-based ARRA Quarterly Report?**

**A:** No. Recipients of Impact Aid Section 8007 Formula Construction ARRA funds are considered "Prime Recipients" and are required to register and report at the following website. [www.federalreporting.gov](http://www.federalreporting.gov)

**9: What happens if I don't complete the report?**

**A:** Every school district and special education cooperative must complete this report quarterly. Failure to do so may result in OPI's withholding or termination of future ARRA related grant payments.

Note: If all ARRA funds have been drawn down and spent, and if all reporting on jobs and vendors is complete for all projects, you will not be required to submit further ARRA Quarterly Reports. Call the School Finance Division staff to confirm that reporting is no longer required of your district.

**10: How many quarterly reports do I have to complete?**

**A:** The ARRA will affect school districts' expenditures over the next 2+ years. There will be 4 quarterly reports to complete during FY 2010, 4 quarterly reports during FY2011, and 1 final report during FY2012.



**11: Will my LE be audited on what I report?**

**A:** Quarterly reports are a requirement for all ARRA funds. It is recommended to keep backup documentation for the information reported by your LE during each quarter.

**12: Do I need to report on funding received from the Department of Commerce using this web-based program?**

**A:** No, this application is only used for funding that is paid through OPI. This does not include Quick Start Grants, Deferred Maintenance and Energy Efficiency Improvement Funds (distributed based on Quality Educator Counts), or Diesel Emissions Reduction Act (DERA) Bus Grants.

**13: Why don't I have to report expenditure information for Title I ARRA and IDEA ARRA funds in this web-application?**

**A:** Expenditure information for Title I-A, Title I- Improvement, Title II-D, IDEA Part B, IDEA Preschool and McKinney-Vento Homeless Education funding associated with ARRA is collected from the E-Grants program. However, vendor information and jobs created and retained information will be collected using this web-based application.

**For assistance, please contact:**

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